FI$Cal

One state. One system.

2017 Release

Department Transition Information Meeting #1

June 1, 2017

Introductions

- Welcome – Tamma Adamek
- Message from the Project Director – Neeraj Chauhan
- Today's Presenters

Agenda

- Welcome and Introductions
- Release Scope and Timeline
- Cutover to FI$Cal Update
- Post Implementation Support
- UAT Update
- Next Steps

FI$Cal
One state. One system.

Future Meetings: June 13

2017 Departments*:

- Cutover Update
- First 60 Days
- Retention Unit
- Cath Up Transactions
- Processing Impacts for other systems
- UAT Update
- Training Updates/USLs
- FSC Update

Live Departments*:

- Cutover Update
- Post Go-Live Actions/Expectations
- MEC/YEC Update
- FSC Update

**Tentative Agendas*

FI$Cal
One state. One system.

Future Meetings: June 26,27

2017 Departments*:

- Cutover Update
- Training Update
- Open Defects and Workarounds
- First 60 Days
- Processing Impacts
- On Site Support
- MEC/YEC
- FSC Update

Live Departments*:

- Cutover Update
- Open Defects and Workarounds
- MEC/YEC
- FSC Update

Deferred/Exempt/2018*:

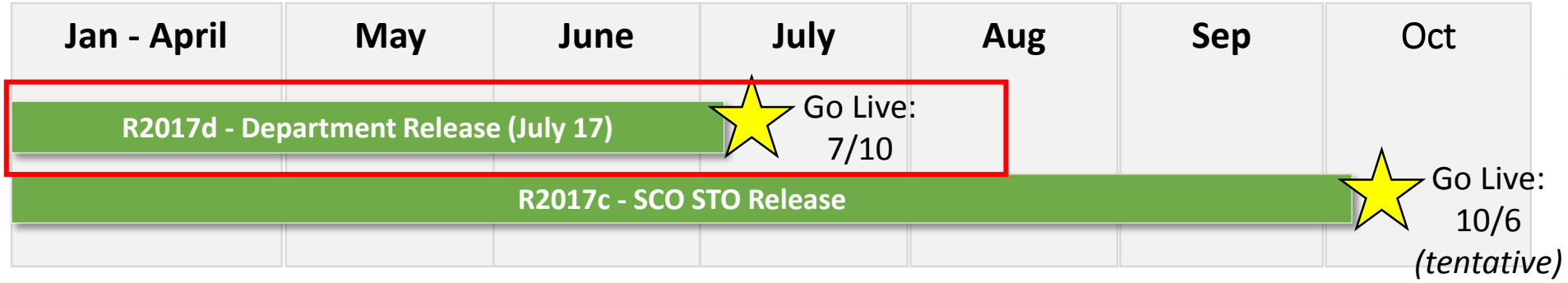
- Release Scope/Functionality
- Cutover Update
- UAT Update for FREDs
- FSC Update
- *Note: This will be presented as a webinar*

**Tentative Agendas*

Agenda

- Welcome and Introductions
- Release Scope and Timeline
- Cutover to FI$Cal Update
- Post Implementation Support
- UAT Update
- Next Steps

Release Scope



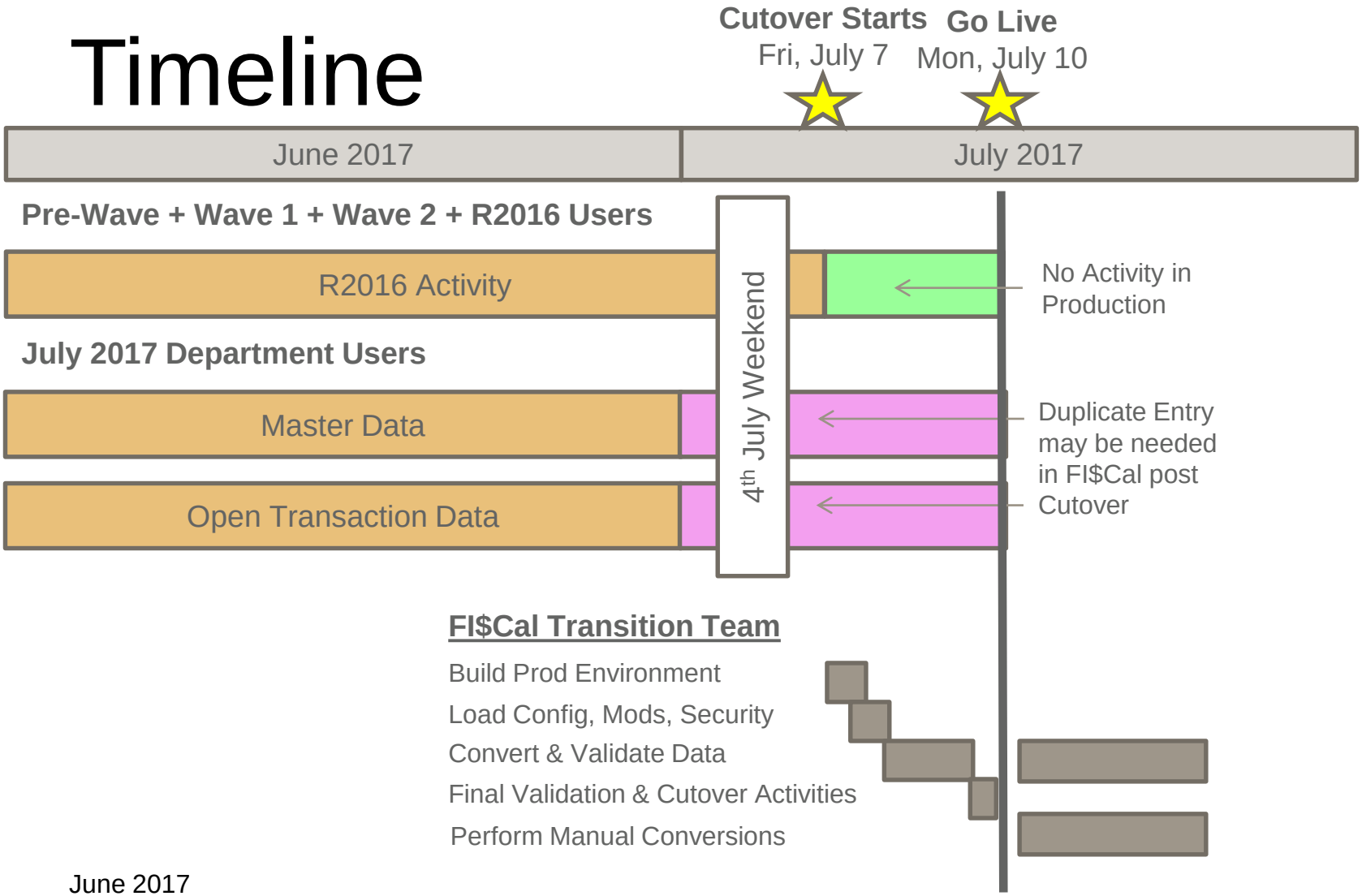
- **R2017d – Departmental Release**
  - 30+ New Departments onboarding
  - New Functionality, including: SWCAP, Leased Assets, Statewide Emergency Procurement and Expenditure Tracking, Departmental Loan Accounting, Employee ARs, Report 14 (for Accounts Outside CTS), and Bond Expenditure Tracking
- **R2017c – SCO/STO Release** (postponed until October 2017)

Release Functionality

Current FI$Cal Functionality	
Departmental Accounting • Asset Management • Accounts Payable • Billing/Accounts Receivable • Cash Management • Project Costing • Customer Contracts • Grants • General Ledger • Chart of Accounts • Commitment Control • Labor Distribution • Allocations • Loan Accounting	**Departmental Procurement** • Requisition • Purchase Order • Receiving • P-Cards • EPP/SABRC – embedded in Req, PO • Items for CALPIA

Departments are already live on Departmental Budgeting and Statewide Procurement

Timeline


Cutover Starts
Fri, July 7
Go Live
Mon, July 10
June 2017
July 2017
Pre-Wave + Wave 1 + Wave 2 + R2016 Users
R2016 Activity
No Activity in Production
July 2017 Department Users
Master Data
Duplicate Entry may be needed in FI$Cal post Cutover
Open Transaction Data
4th July Weekend
FI$Cal Transition Team
Build Prod Environment
Load Config, Mods, Security
Convert & Validate Data
Final Validation & Cutover Activities
Perform Manual Conversions

Cutover for CALSTARS Depts.

Key CALSTARS Processes for Conversion

- Do not post any claim schedule transactions in CALSTARS after the SCO cut-off date of 6/15 to eliminate the conversion of Claims-in-Process (GL 3020). After 6/15, departments may only record claim schedules with expedite payment processing to ensure payment by 6/30
- The General Cash Remittance In Transit (GL 1115) must have a zero balance by 6/30
- Departments must order the conversion files for cut over using the CALSTARS Menu G.2 with the following schedule:
    - First cut over conversion files – order CALSTARS data on 7/5/17 with a report date of 7/3/15. Review CALSTARS data and send to FI$Cal on 7/5/17 at 5:00 PM.
    - Second cut over conversion files – order CALSTARS data on 7/13/17 with a report date of 7/12/17. Review CALSTARS data and send to FI$Cal by 7/14/17 at 12:00 noon.

Cutover for CALSTARS Depts.

- Department must order a hard copy and/or dataset of the following CALSTARS reports:
  - D06 report - Document Report by Appropriation
  - D16 report - Document Report for SCO Reconciliation
  - B04 report - Detail Report of Appropriation Status
  - B06 report – Budget Report
  - P01 report – Year-To-Date Reportable Payment Report

- *NOTE: These CALSTARS reports must be ordered on July 13, 2017 with output destination of "N1"; report period option of "PM"*

  - Departments should close FM 12 by July 12, 2017 to avoid posting transactions after ordering conversion data
  - Departments cannot run YEC before 7/13/17 or G.2 file will not be good for extract purposes
  - After July 12, any adjustments to encumbrances or accounts receivable need to be posted in FM 13

Cutover for CALSTARS Depts.

- Any corrections to reconcile or adjustments must be recorded in FM 13 as accruals. The same correction should be recorded in FM01 in FI$Cal except for reverting appropriations
- All transactions posted in FM 13 should have an auto-reverse batches
- All transactions recorded after the cut-over conversion of 7/12 necessary for FM 01 transactions must be manually posted into FI$Cal

Agenda

- Welcome and Introductions
- Release Scope and Timeline
- Cutover to FI$Cal Update
- Post Implementation Support
- UAT Update
- Next Steps

FI$Cal
One state. One system.

FI$Cal Deployment Phase

- FI$Cal Deployment Phase consists of three executions / iterations of activities required to cutover new functionality and users to FI$Cal

Iteration	Key Objectives

Dry Run	• Identify and execute tasks, in a production-like test environment, which will be required to successfully transition new functionality and users to FI$Cal
	  ◦ Confirm proper owners for each task
	  ◦ Confirm proper sequencing and dependencies between tasks
	  ◦ Capture timings for each task
	• Validate cutover tasks and processes
	• Inform and help prepare Departments for cutover to FI$Cal
	• Identify and resolve issues prior to cutover

Dress Rehearsal	• Dry Run objectives + Execute and further refine timings for each cutover task
Cutover	• Successfully cutover/transition new functionality and/ users to FI$Cal • Minimize FI$Cal Production outage window

FI$Cal
One state. One system.

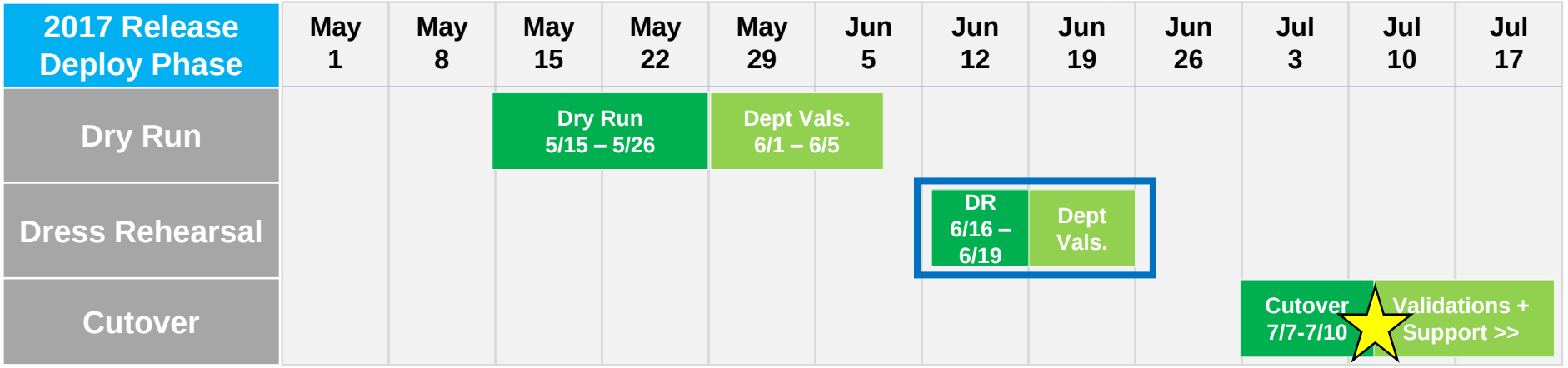
2017 Release Deploy Phase	May 1	May 8	May 15	May 22	May 29	Jun 5	Jun 12	Jun 19	Jun 26	Jul 3	Jul 10	Jul 17
Dry Run			Dry Run 5/15 – 5/26		Dept Vals. 6/1 – 6/5							
Dress Rehearsal							DR 6/16 – 6/19	Dept Vals.				
Cutover										Cutover 7/7-7/10	Validations + Support >>	

Go Live: 7/10

2017 Release - Dry Run – Key Activities and Dates

- ✓ Dry Run conversion files were due 5/4
- ✓ Dry Run conversion files were loaded into a FI$Cal Test Environment
- Dry Run Department Conversion Validations will occur at FI$Cal:
  - 6/1 – Project Costing Conversions
  - 6/2 – Procurement Conversions
  - 6/5 – Accounts Receivable and Assets Conversions

FI$Cal
One state. One system.



Go Live: 7/10

2017 Release – Dress Rehearsal – Key Activities and Dates

- Dress Rehearsal conversion files are due 6/13
- Dress Rehearsal conversion files will be loaded into a FI$Cal Test Environment between 6/16 – 6/19
- Dress Rehearsal Department Conversion Validations will occur at FI$Cal:
  - Week of 6/19 – Conversion Validations and Manual Entries

FI$Cal
One state. One system.

Go Live: 7/10

2017 Release – Cutover – Key Activities and Dates

- Cutover conversion files will be due in two sets:
  - 7/5 – Customers and Project Costing Conversion Files
  - 7/14 at 12 p.m. – Remaining Files
- Conversion Files will be loaded into FI$Cal Production
- Conversion Validations and Manual Entry Sessions will occur at FI$Cal
- System outage will begin 12 p.m. on 7/7 and will be available 12 p.m. on 7/10

Agenda

- Welcome and Introductions
- Release Scope and Timeline
- Cutover to FI$Cal Update
- Post Implementation Support
- UAT Update
- Next Steps

Post Implementation Support

- After Implementation, Department end users are supported by
  - Department Super Users
  - The FI$Cal Service Center (FSC)
  - The Functional Services Office (FSO)
  - Department of Finance (DOF)

FI$Cal
One state. One system.

Super User Roles & Responsibilities

Super Users are the first line of response to support end users, answering questions as they come up and periodically checking in with assigned end users. Super Users are also encouraged to support issue resolution with the FI$Cal Service Center (FSC) and Partner Agencies.

Support

- Answer end user questions
- Provide help navigating the system
- Analyze support issues
- Reinforce best practices and provide tip sheets
- Share project and system knowledge
- Help people stay positive

Look & Listen

- Actively listen and watch for key issues, concerns and frustrations
- Periodically check-in with end users to understand how they are doing

Share

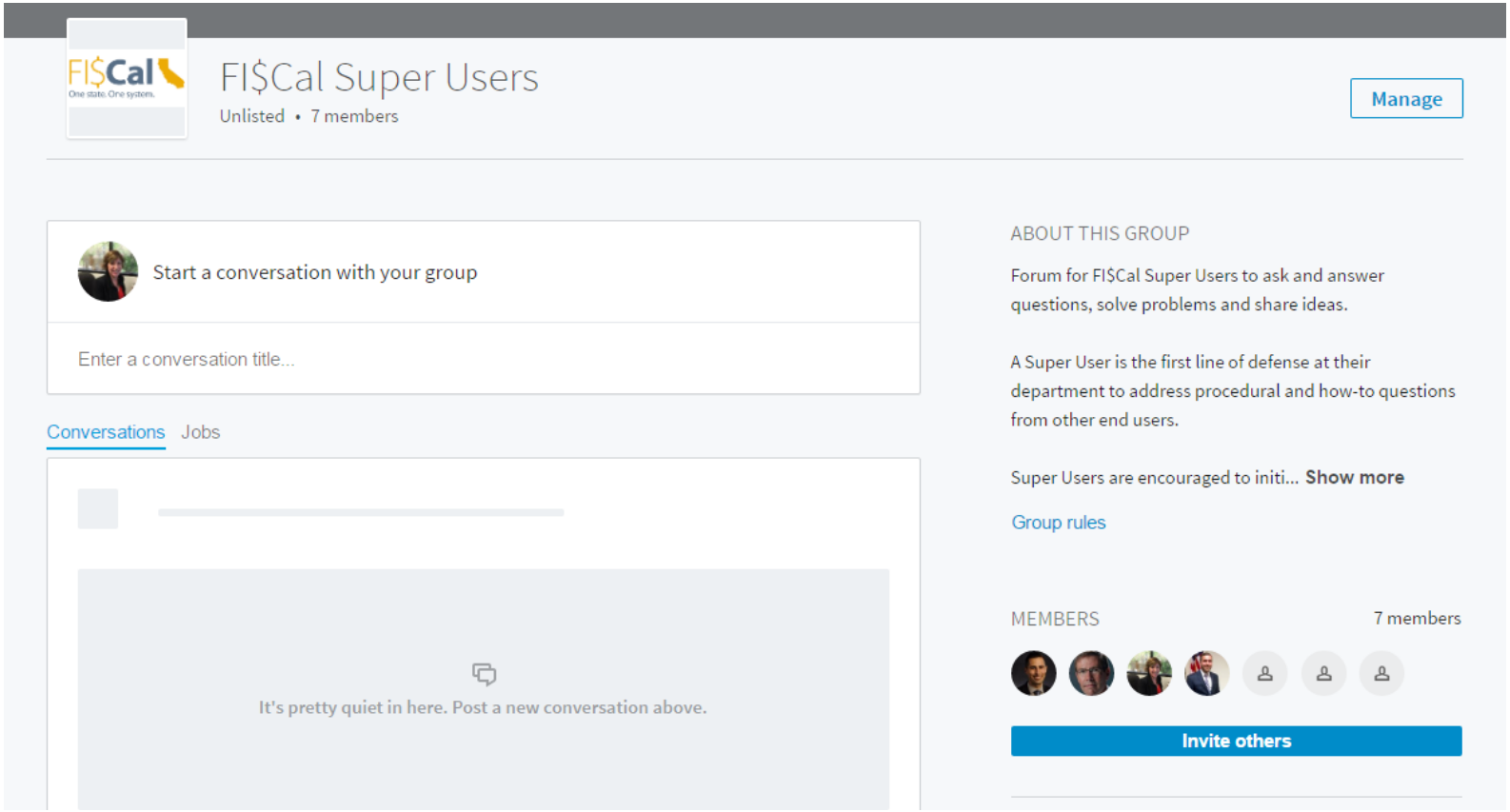
- Escalate critical issues ASAP to FI$Cal
- Cascade key messages from manager and FI$Cal to end users
- Document and report volume of assistance provided to end users
- Log/assist with FSC Service Requests

Super User Town Hall Meetings

- Town hall meetings are every other month
- Interaction among Super Users
- Encourage table discussions
- Subject Matter Experts attend to discuss current topics
- Great networking opportunities

FI$Cal
One state. One system.

FI$Cal Super Users Page

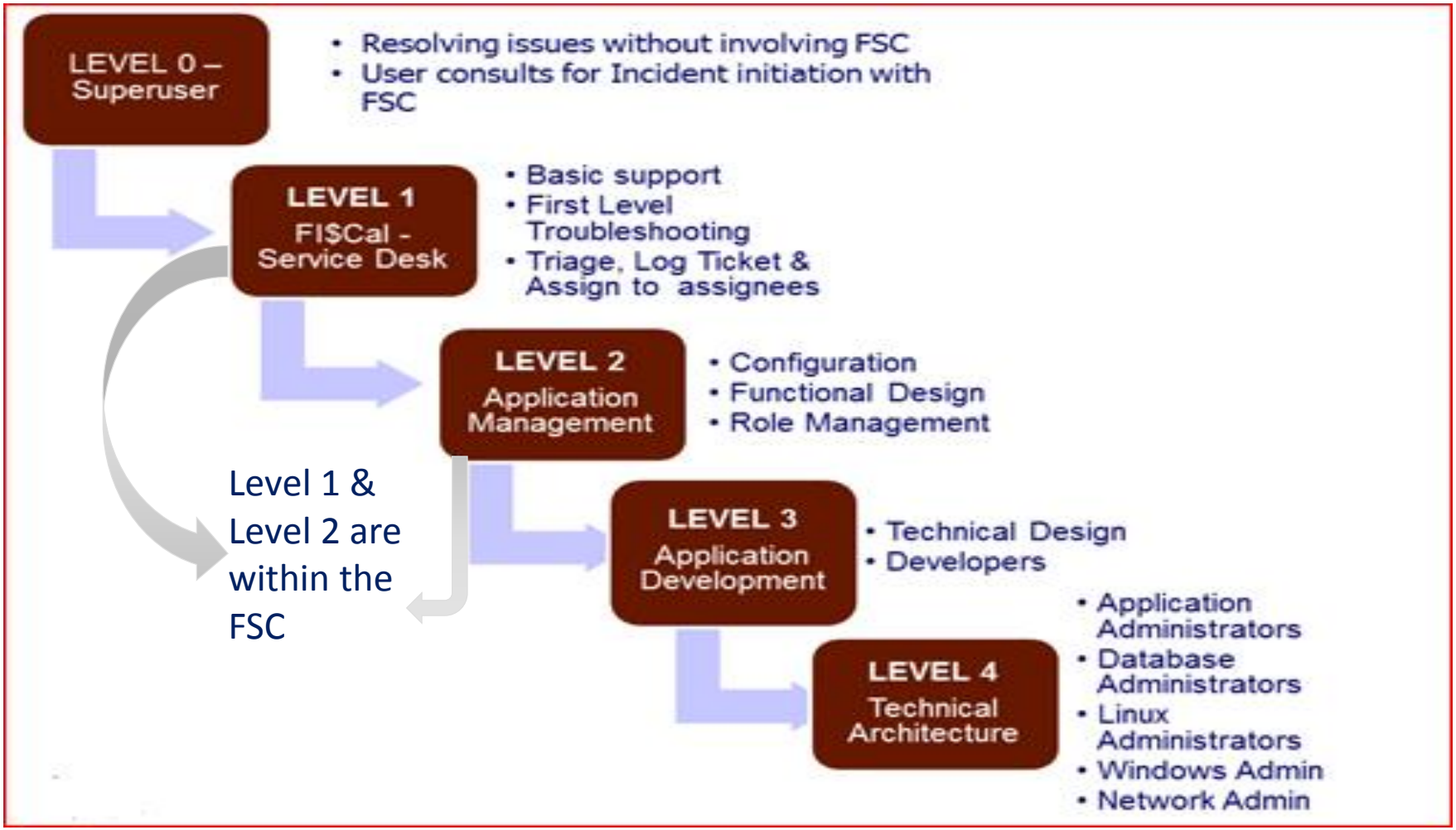


FI$Cal
One state. One system.

How to join?

- CMO will send an invitation link
- Sign in or create an account
- Click on the link https://www.linkedin.com/groups/13505784
- Wait for approval

FSC – Structure and Services



FI$Cal Service Center (FSC)

- Mission:
  - To serve the best interest of the State and its citizens by providing excellent support and services to the FI$Cal customers.

- There are two Sections within the FSC
  - Customer Service & Analytics Section (FSC Level 1)
  - Business & Functional Services Section (FSC Level 2)

Customer Service & Analytics

Level 1: What we do….

- Your main point of contact for new issues and tickets
  - We will resolve the incident immediately if possible.
  - If we cannot, we perform the initial evaluation, triage and prioritization of incidents then route to the proper team(s)
- FSC Analytics and Reports
  - Daily, weekly, and monthly statistics, reports, and presentation decks
  - Analyze trends and triage critical issues

Contact Information

Email: fiscalservicecenter@fiscal.ca.gov
Voice: (855) FISCAL0 (347-2250)
Web: http://www.fiscal.ca.gov/access-fiscal/

Business & Functional Services

Level 2: What we do…

- Your team of analysts providing functional support
  - We perform research of reported incident
  - We work with internal FI$Cal service teams to determine if the system is functioning as designed, or to perform a fix to the system
  - If we determine that the request is not business function related, we triage with appropriate internal FI$Cal service teams to resolve the incident
  - Keep open communication as we address your ticket

- Business Services
  - Assist with business services such as releasing vouchers within a stuck status
  - Collaborate with internal FI$Cal service teams to address MEC/YEC related tickets

Functional Services Office (FSO)

FSO Module SMEs in the areas of Procurement (PO), Asset Management (AM), Accounts Payable (AP), Accounts Receivable (AR), Project Costing (PC), General Ledger (GL) will assist with the following Go Live and Post Go Live activities:

- Assist departments in validating conversion data and working to resolve kick outs
- Will lead the User Support Lab (USL) sessions (onsite) to answer questions to help departments transact
- Level 3 support of Incident tickets originating from FSC
- Corresponding with departments on the more technical transactional or processing questions.

Agenda

- Welcome and Introductions
- Release Scope and Timeline
- Cutover to FI$Cal Update
- Post Implementation Support
- UAT Update
- Next Steps

UAT Update

- Departmental validation of Budgets, Procurement, Accounts Receivable, Accounts Payable, Project Costing/Contracts/Grants, Asset Management, Loan Accounting, General Ledger, and Cash Management complete.
  - Exception – CALATERS
  - Departments will be invited for re-validation of functionality impacted by SCO/STO delay
- Validation of Labor Distribution, Allocations, and Sub-Module Close functionality to be conducted over next several weeks (ends 6/23).
  - Emphasis on finding Allocation issues
- 80 of 90 Test Scripts, currently in scope, have been passed by one or more departments.
- Departments to be invited for validation of Interface Cycle 3 based down-stream functionality as Interfaces get ready.

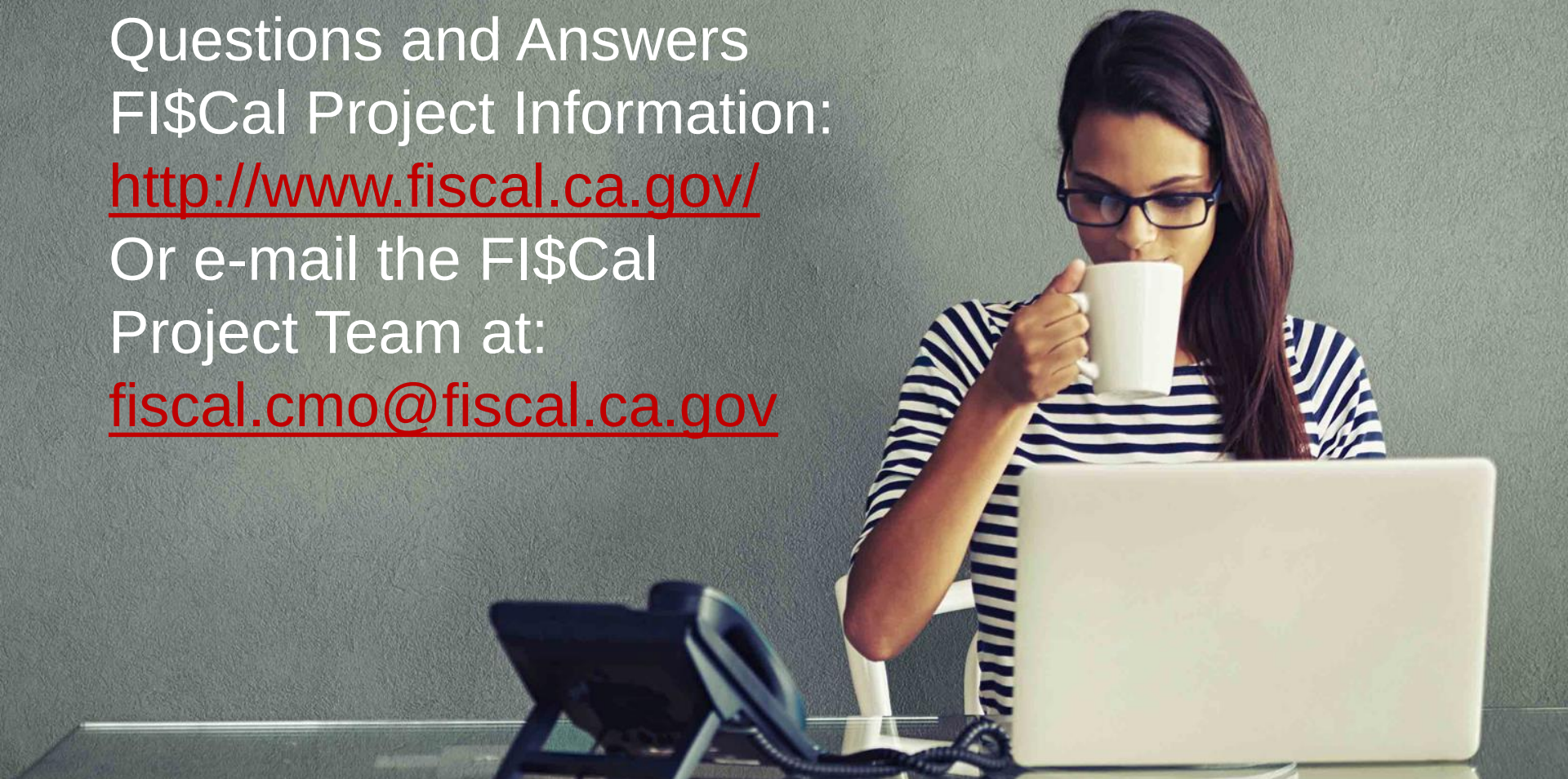
Agenda

- Welcome and Introductions
- Release Scope and Timeline
- Cutover to FI$Cal Update
- Post Implementation Support
- UAT Update
- Next Steps

Next Steps

- **Attend** SCO/STO Impacts Workshop on
  - June 7 (2017 Departments)
- **Attend** the Bond Accounting Workshop on June 8, 2017
- **Attend** the remaining Department Transition Meetings:
  - Tuesday, June 13 (2017 and Live)
  - Tuesday, June 27 (2017 and Live)
  - Wednesday, June 28 (2018, Deferred, Exempt)
  - Topics will include:
    - What to Expect in Your First 60 Days
    - Impacts for other systems (e.g., CALATERS)
    - Additional UAT Updates
    - Additional Cutover Updates
    - And More…

FI$Cal

One state. One system.

Questions and Answers
FI$Cal Project Information:
http://www.fiscal.ca.gov/
Or e-mail the FI$Cal Project Team at:
fiscal.cmo@fiscal.ca.gov